

ANNUAL PROCUREMENT PLAN FOR 2019 For Common-Use Supplies and Equipment

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

1. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
2. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps-philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.**
3. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
4. The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
 - a. DBM Central Office- for entities in the Central Office
 - b. DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCs

The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addressess:

 - a. app.nga.ps@gmail.com- For central and regional offices of all national government agencies
 - b. app.suc.ps@gmail.com- For main and other campuses of all state universities and colleges
 - c. app.gocc.ps@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. app.deped.ps@gmail.com- For primary and secondary schools
 - e. app.lgu.ps@gmail.com - For Local government units
5. Consistent with Circular Letter No.2017-12 dated October 19, 2017, the APP for FY 2018 must be submitted on or before **November 30, 2017**.
6. Rename your APP file in the following format: APP2018- Name of Agency- Region (e.g. APP2018 -PS- Central Office).
7. For further assistance/clarification, agencies may call the Sales Division of the Procurement Service at telephone nos. (02)561-6094 or (02)689-7750 loc. 4021.

Department/Bureau/Offi MANOLO FORTICH WATER DISTRICT
 Region: X
 Address: A. DITONA ST. TANKULAN MANOLO FORTICH BUKIDNON

Agency Account Code: _____

Contact Person: ENGR. ROGELIO K. PANGAN
 Position: GENERAL MANAGER
 E-mail : mfwd_buk@yahoo.com
 Telephone/Mobile Nos: 9177181311

Item & Specifications		Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
A. AVAILABLE AT PROCUREMENT SERVICE STORES																					
COMMON ELECTRICAL SUPPLIES																					
COMMON OFFICE SUPPLIES																					
1	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	30			30	21			21	28			28	21			21	100	80.00	8,000.00
2	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)- big	piece	5			5	5			5	5			5	5			5	20	25.00	500.00
3	CLIP, BACKFOLD, all metal, small	piece	25			25	5			5	15			15	15			15	60	10.00	600.00
4	CLIP, BACKFOLD, all metal, x/s	piece	9			9	5			5				0	5			5	19	8.00	152.00
5	CORRECTION TAPE, film base type, UL 6m min	piece	31			31	19			19	26			26	18			18	94	25.00	2,350.00
6	DATA FILE BOX, made of chipboard, with closed ends	box	4			4				0	4			4				0	8	300.00	2,400.00

7	DATA FILE BOX, made of chipboard, with closed ends	piece	3			3			0			0			0	3	400.00	1,200.00
8	DATA FILER, made of chipboard, taglia lock - big	piece	3			3	4		4	3		3			0	10	500.00	5,000.00
9	DATA FILER, made of chipboard, taglia lock - without cover	piece	1			1			1			1			1	4	300.00	1,200.00
10	ENVELOPE, DOCUMENTARY, for legal size document	piece	25			25			0	25		25			0	50	1.50	75.00
11	ENVELOPE, MAILING, white, 80gsm (-5%)	piece	200			200	200		200			0			0	400	1.50	600.00
12	ENVELOPE, mailing, white, with window	piece	100			100	100		100	100		100	100		100	400	2.00	800.00
13	FOLDER, FANCY, for letter size documents	piece	18			18	9		9	19		19	9		9	55	4.00	220.00
14	FOLDER, L-TYPE, for legal size documents	piece	37			37	19		19	18		18	14		14	88	5.00	440.00
15	FOLDER, TAGBOARD, for A4 size documents	piece	5			5	5		5			0			0	10	4.00	40.00
16	GLUE, all purpose, gross weight: 200 grams min	jar	2			2			0			0			0	2	30.00	60.00
17	MARKER, FLUORESCENT, 3 assorted colors per set	set	5			5	1		1			0			0	6	35.00	210.00
18	MARKER, whiteboard, black, felt tip, bullet type	piece	1			1			0	1		1			0	2	45.00	90.00
19	MARKER, whiteboard, blue, felt tip, bullet type	piece	1			1			0	1		1			0	2	45.00	90.00
20	MARKER, whiteboard, red, felt tip, bullet type	piece	1			1			0			0			0	1	45.00	45.00
21	MARKER, PERMANENT, bullet type, black	piece	13			13	7		7	12		12	6		6	38	40.00	1,520.00
22	MARKER, PERMANENT, bullet type, blue	piece	1			1	1		1			0			0	2	40.00	80.00
23	MARKER, PERMANENT, bullet type, red	piece	1			1	1		1							2	40.00	80.00
24	NOTEBOOK, STENOGRAPHER, spiral, 30 leaves	piece	4			4	3		3			0			0	7	10.00	70.00
25	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	2			2	1		1			0	1		1	4	40.00	160.00
26	PAPER CLIP, vinyl/plastic coat, big	box	10			10	4		4	5		5	3		3	22	10.00	220.00
27	PAPER CLIP, vinyl/plastic coat, small	box	6			6	5		5	5		5	6		6	22	10.00	220.00
28	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm - letter	ream	23			23	14		14	14		14	11		11	62	180.00	11,160.00
29	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	13			13	10		10	9		9	8		8	40	190.00	7,600.00
30	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	24			24	19		19	22		22	19		19	84	200.00	16,800.00

31	PAPER, S-20, A3	box	1			1	1			1				0			0	2	800.00	1,600.00
32	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	11			11	3			3	4			4			0	18	55.00	990.00
33	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	5			5	2			2	1			1			0	8	70.00	560.00
34	RUBBER BAND, 70mm min lay flat length (#18)	box	2			2	1			1	3			3	1		1	7	250.00	1,750.00
35	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	19			19	15			15	19			19	14		14	67	25.00	1,675.00
36	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	1			1	1			1				0			0	2	25.00	50.00
37	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	1			1	1			1				0			0	2	25.00	50.00
38	STAMP PAD INK, purple or violet	bottle	2			2	1			1	1			1			0	4	200.00	800.00
39	STAPLE WIRE, for heavy duty staplers, #10	box	3			3	1			1	1			1	1		1	6	10.00	60.00
40	STAPLE WIRE, for heavy duty staplers, #35	box	19			19	13			13	13			13	11		11	56	30.00	1,680.00
41	TAPE, MASKING, width: 24mm (±1mm)	roll	10			10	2			2				0	2		2	14	35.00	490.00
42	TAPE, PACKAGING, width: 48mm (±1mm)	roll	4			4	3			3	2			2	2		2	11	35.00	385.00
43	Picture frame	piece	6			6												6	500.00	3,000.00
44	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	23			23	10			10	14			14	8		8	55	30.00	1,650.00

COMMON OFFICE DEVICES

1	PUNCHER, paper, heavy duty, with two hole guide	piece	1			1				0				0			0	1	250.00	250.00
2	SCISSORS, big	piece	4			4				0				0			0	4	150.00	600.00
3	STAPLER, STANDARD TYPE, load cap: 200 staples min #35	piece	4			4				0	2			2			0	6	400.00	2,400.00
4	STAPLER, STANDARD TYPE, load cap: 200 stapler # 10	piece	1			1												1	150.00	150.00
5	STAPLE REMOVER, PLIER-TYPE	piece	5			5				0				0			0	5	10.00	50.00
6	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	1			1				0				0			0	1	400.00	400.00
7	CUTTER BLADE	tube	2			2				0				0	1		1	3	20.00	60.00
8	WASTEBASKET, non-rigid plastic	piece	1			1	1			1	1			1	1		1	4	200.00	800.00

COMMON JANITORIAL SUPPLIES

1	BROOM, soft (tambo)	piece	2			2	2			2	2			2	2			2	8	100.00	800.00
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece	2			2	2			2	2			2	2			2	8	35.00	280.00
3	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	4			4	4			4	4			4	4			4	16	150.00	2,400.00
4	DETERGENT POWDER, all purpose, 1kg	dozen	9			9	9			9	9			9	9			9	36	150.00	5,400.00
5	DUST PAN, non-rigid plastic, w/ detachable handle	piece	2			2				0	2			2				0	4	100.00	400.00
6	FURNITURE CLEANER, aerosol type, 300ml min per can	can	2			2	2			2	2			2	2			2	8	250.00	2,000.00
7	Disinfectant spray	can	3			3	2			2	3			3	2			2	10	200.00	2,000.00
8	MOPHEAD, made of rayon, weight: 400 grams min	piece	2			2	2			2	2			2	2			2	8	300.00	2,400.00
9	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	15			15	15			15	15			15	15			15	60	40.00	2,400.00
10	DETERGENT BAR, 140 grams as packed	bar	6			6	6			6	6			6	6			6	24	30.00	720.00

COMMON OFFICE EQUIPMENT

1	CALCULATOR, compact, 12 digits	unit	1			1				0	1			1				0	2	700.00	1,400.00
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COMMON COMPUTER SUPPLIES

1	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box	3			3	3			3	3			3	3			3	12	1,000.00	12,000.00
2	Flash drive 16gb	piece	1			1				0				0					1	600.00	600.00
3	Mouse, wireless	piece	1			1	1			1									2	600.00	1,200.00
4	MOUSE, optical, USB connection type	unit	1			1				0				0				0	1	100.00	100.00

HANDBOOK ON PROCUREMENT

CONSUMABLES

1	INK CART, EPSON C13T664100 (T6641), Black	cart	20			20	11			11	20			20	10			10	61	300.00	18,300.00
2	INK CART, EPSON C13T664200 (T6642), Cyan	cart	10			10	10			10	10			10	10			10	40	300.00	12,000.00
3	INK CART, EPSON C13T664300 (T6643), Magenta	cart	5			5	3			3	5			5	3			3	16	300.00	4,800.00
4	INK CART, EPSON C13T664400 (T6644), Yellow	cart	5			5	3			3	5			5	4			4	17	300.00	5,100.00

B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)

COMMON OFFICE EQUIPMENT

COMMON OFFICE SUPPLIES

1	Columnar notebook, 20 cols	pcs	4			4				0				0				0	4	60.00	240.00
2	Columnar notebook, 6 cols	pcs	4			4				0				0				0	4	20.00	80.00
3	Level ard file	pcs	35			35	5			5				0				0	40	250.00	10,000.00
4	Cotton rolls	rolls	3			3	3			3	3			3	3			3	12	60.00	720.00
5	Rubber stamp - paid	pcs	1			1				0				0				0	1	100.00	100.00
6	Envelop, brown legal size	pcs	30			30	19			19	20			20	12			12	81	2.00	162.00
7	Envelop, brown letter size	pcs	20			20	10			10	10			10	10			10	50	1.00	50.00
8	Folder, sliding transparent - short	pcs	3			3	3			3	3			3	1			1	10	10.00	100.00
9	Expanded folder	pcs	75			75	39			39	48			48	43			43	205	15.00	3,075.00
10	Illustration board	pcs	6			6	2			2	2			2				0	10	45.00	450.00
11	Paper fastener, plastic	boxes	9			9	3			3	3			3	1			1	16	10.00	160.00
12	Clear folder, legal size. Sliding	pcs	10			10	10			10	10			10	10			10	40	20.00	800.00
13	Clear folder, letter size. Sliding	pcs	5			5	5			5	5			5	7			7	22	20.00	440.00
15	Time card, for bundy clock	bundle	300			300	400			400	300			300	500			500	1500	3.50	5,250.00
16	Ring bind 1-1/2"	length	1			1				0				0				0	1	50.00	50.00
17	Ring bind 1/2"	length	1			1				0				0				0	1	13.00	13.00
18	Ring bind 1"	length	1			1				0				0				0	1	28.00	28.00
19	Ring bind 3/4"	length	1			1				0				0				0	1	22.00	22.00
20	Face mask - disposable	boxes	2			2	1			1	2			2	1			1	6	200.00	1,200.00
21	Laminating sheet	roll	1			1				0				0				0	1	1,500.00	1,500.00
22	Company ID & sling	pcs	95			95				0				0				0	95	210.53	20,000.35
23	MFWD stickers	pcs				0	1			1				0				0	1	2,500.00	2,500.00

COMMON JANITORIAL SUPPLIES

1	Toilet tissue	pcs	240			240	240			240	240			240	240			240	960	15.00	14,400.00
2	Hand soap	bottles				0	1			1				0	1			1	2	120.00	240.00
3	Rubberized matting	meters	15			15				0				0				0	15	400.00	6,000.00
4	Table mat	pcs	7			7				0				0				0	7	150.00	1,050.00
5	Diswashing liquid	dozens	12			12	12			12	12			12	12			12	48	150.00	7,200.00
6	Fabric conditioner	dozens	4			4	4			4	4			4	4			4	16	65.00	1,040.00
7	Glass rack	pcs	1			1				0				0				0	1	2,000.00	2,000.00
8	Storage box	pcs				0	2			2				0				0	2	750.00	1,500.00
9	Stainless pitcher	pcs				0	2			2				0				0	2	1,500.00	3,000.00
10	Glass	dozens				0	2			2				0				0	2	750.00	1,500.00
11	Glass coaster	dozens				0	1			1				0				0	1	500.00	500.00
12	Plates	dozens				0	2			2				0				0	2	500.00	1,000.00
13	Fork & spoon	dozens				0	2			2				0				0	2	250.00	500.00
14	Plastic cups	dozens				0	2			2				0				0	2	500.00	1,000.00
15	Cup & saucer with teaspoon	dozens				0	1			1				0				0	1	500.00	500.00

CONSUMABLES

1	Refill ink cartridge,brother,LC3619XL-black	pcs	3			3	3			3	3			3	3			3	12	1,200.00	14,400.00
2	Refill ink cartridge,brother,LC3619XL-cyan	pcs	2			2	1			1	2			2	1			1	6	800.00	4,800.00
3	Refill ink cartridge,brother,LC3619XL-magenta	pcs	2			2	1			1	2			2	1			1	6	800.00	4,800.00
4	Refill ink cartridge,brother,LC3619XL-yellow	pcs	2			2	1			1	2			2	1			1	6	800.00	4,800.00
5	Ribbon Epson with cartridge FX 2175	pcs	4			4	2			2	2			2	2			2	10	400.00	4,000.00
6	Ribbon Epson with cartridge LQ 310	pcs	13			13	15			15	23			23	15			15	66	200.00	13,200.00
7	Bundy clock rebbon refill	pcs	1			1	1			1				0	1			1	3	450.00	1,350.00

8	Toner for copier	tube	1			1	1			1	1			1	1			1	4	3,500.00	14,000.00
9	Toner for copier	tube	1			1	2			2	1			1	2			2	6	4,500.00	27,000.00
10	Denatured alcohol	bottles	12			12	12			12	12			12	12			12	48	35.00	1,680.00

Office Supplies

1	Cork board	pcs	2			2				0				0				0	2	350.00	700.00
2	Book holder	pcs	2			2				0				0				0	2	120.00	240.00
3	Bond paper, legal size, ordinary	reams	25			25	13			13	25			25	11			11	74	150.00	11,100.00
4	Bond paper, letter size, ordinary	reams	30			30	25			25	27			27	27			27	109	130.00	14,170.00
5	Expanded brown envelop	pcs	10			10				0				0				0	10	15.00	150.00
6	Carbon paper - blue	boxes	1			1				0	1			1				0	2	650.00	1,300.00
7	Ballpen - black	pcs	75			75	53			53	65			65	53			53	246	15.00	3,690.00
8	Ballpen - blue	pcs	12			12	2			2	5			5				0	19	15.00	285.00
9	Sign pen - red	pcs	1			1	5			5				0				0	6	25.00	150.00
10	Sign pen refill - red	pcs	3			3	2			2	3			3				0	8	20.00	160.00
11	Sign pen refill - black	pcs	14			14	15			15	14			14	14			14	57	20.00	1,140.00
12	Pencil	pcs	6			6	1			1	2			2	2			2	11	7.00	77.00
13	Stamp pad	pcs	1			1				0				0				0	1	150.00	150.00
14	Refill for white board marker - black	pcs	1			1				0				0				0	1	120.00	120.00

Cleaning Equipment and Supplies

1	Foot rug	pcs	2			2	2			2	2			2	2			2	8	150.00	1,200.00
2	Toilet brush	pcs	2			2				0				0				0	2	50.00	100.00
3	Bleach liquid - 500ml	bottles	3			3	3			3	3			3	3			3	12	50.00	600.00
4	Towellet	pcs	1			1	1			1	1			1	1			1	4	60.00	240.00

Paper Materials and Products

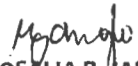
1	Application for leave - form	reams	1			1	1			1	1			1				0	3	250.00	750.00	
2	Gasoline withdrawal form	reams	2			2	2			2	2			2	2			2	8	300.00	2,400.00	
3	Requisition slip form	reams	3			3	3			3	3			3	3			3	12	300.00	3,600.00	
4	Daily time Record form	reams	1			1				0	1			1				0	2	300.00	600.00	
5	Service Request form	reams	2			2				0	2			2				0	4	250.00	1,000.00	
6	Daily collection Remittance Report Form	reams	2			2	1			1	2			2	1			1	6	300.00	1,800.00	
7	Petty cash fund form	reams	2			2	1			1	2			2	1			1	6	300.00	1,800.00	
8	Vehicle trip ticket form	reams	3			3	3			3	3			3	3			3	12	300.00	3,600.00	
*Other Categories																						
1	Thermal paper	rolls	2880			2880				0	2560			2560				0	5440	16.00	87,040.00	
2	Official Receipts	boxes	20			20				0				0				0	20	2,900.00	58,000.00	
3	Stock card	pcs	200			200				0				0				0	200	17.00	3,400.00	
4	BIN Card	pcs	300			300				0				0				0	300	5.00	1,500.00	
5	Parker refill .07 - black roller ball	pcs	4			4	2			2	4			4	4			4	14	200.00	2,800.00	
6	Supplies Ledger Card	pcs	200			200				0				0				0	200	17.00	3,400.00	
C. TOTAL (A + B):																					P	541,394.35
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																					P	54,139.44
E. GRAND TOTAL (C + D)																					P	595,533.79
F. APPROVED BUDGET BY THE AGENCY HEAD																						
G. MONTHLY CASH REQUIREMENTS																						
G.1 Available at Procurement Service Stores				50,096.50			32,451.00			39,729.50			27,561.00					P	149,838.00			
G.2 Other Items not available at PS but regulary purchased from other sources				200,300.35			55,720.00			86,964.00			42,678.00			P	385,662.35					
TOTAL MONTHLY CASH REQUIREMENTS				250,396.85			88,171.00			126,693.50			70,239.00			P	535,500.35					

*Other categories that are not indicated herein

**Prices are FOB Manila/Applicable for Items under A.

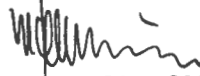
We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:


ROSALIA R. JANOPLO

Property/Supply Officer

Certified Funds Available / Certified
Appropriate Funds Available:


WILLIAM N. PAILAGAO

Accountant / Local Budget Officer

Approved by:


ENGR. ROGELIO K. PANGAN

Head of Office/Agency

Date:

9/13/2019